



AMENDMENT No. 1 TO
REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL CONSULTANT SERVICES
FOR
SEIZING OUR DESTINY EXECUTIVE DIRECTOR

RFQ# 1344

REQUEST FOR QUALIFICATIONS ISSUED: AUGUST 3, 2012
AMENDMENT No. 1 TO RFQ ISSUED: AUGUST 15, 2012

STATEMENT OF QUALIFICATIONS DUE: AUGUST 20, 2012 BEFORE 5:00 P.M.

CITY OF RIVERSIDE
OFFICE OF ECONOMIC DEVELOPMENT
AUGUST 2012

AMENDMENT NO. 1 TO RFQ #1344

Two sections of one part of the RFQ for Seizing Our Destiny Executive Director are hereby amended as follows.

PART III - STATEMENT OF QUALIFICATIONS CONTENT

Now in its third year of implementation, Seizing Our Destiny has reached a major milestone. Strong leadership for this growing movement will be an added boost to the economic development and quality of life that has helped Riverside rise to national and international recognition. The right contract professional must be passionate about the long-term vision for Riverside and able to demonstrate the experience to: strategize for impact, grow an organization, lead leaders, communicate a vision, connect a community and measure results. In particular, we seek Statements of Qualifications from those with a track record of achieving progress and sustaining momentum for initiatives that are based on: public-private partnerships, innovative economic development, cross-sector action, community engagement, collaboration building, and/or collective impact to improve community quality of life.

The Statement of Qualifications (herein after referred to as "Proposal") shall adhere to the following format for organization and content and shall contain no more than twelve (12) pages. **PROPOSALS MUST BE SUBMITTED AS ONE ELECTRONIC FILE IN PDF FORMAT, SENT VIA ELECTRONIC MAIL TO RFQ@SEIZINGOURDESTINY.COM AND ARRANGED/DIVIDED IN THE FOLLOWING SEQUENCE TO FACILITATE EVALUATION:**

- Proposal Summary
- Statement of Understanding and Approach
- Qualifications and Experience
- Company Information or Personal Background
- Scope of Work
- Compensation Schedule

Proposals that do not follow this instruction will be deemed non-responsive and not considered. Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Responses should emphasize the Consultant's demonstrated capability to perform work described in the RFQ. Emphasis should be concentrated on completeness, clarity and responsiveness of content. Proposals should focus on the most relevant qualifications and experience in the following three required sections: Proposal Summary; Statement of Understanding and Approach; and Company Information or Personal Background.

Compensation Schedule

The Proposal shall include a full description of all fees proposed by the Consultant for performing all the services to be provided as outlined in the Scope of Work. Compensation will be based on successful completion of the deliverables and the fee schedule must reflect costs to complete each component.

The City's Office of Economic Development has budgeted \$85,000 for the services to be provided under this RFQ. If a respondent is not able to cover the full scope for \$85,000, it is requested that they submit two options as follows: (1) showing the services that can be provided for \$85,000 and (2) showing the cost for the full scope of services. The City reserves the right to select the best value considering both the services and price as contained in the proposals and may reject all proposals or choose to further negotiate the terms.

The total budget for Seizing Our Destiny for Fiscal Year 2012-2013 is \$250,000. This budget covers the following items in addition to the contract for the Executive Director:

- Part-time administrative support;
- Office expenses such as office space, equipment and supplies;
- Other operational expenses, such as meetings and printing;
- Implementation and transition support from contractors who have been engaged with Seizing Our Destiny since its development; and
- Specialized vendors such as those providing survey administration and analysis.

Proposals must follow all submittal instructions in the RFQ.

RFQ #1344 is posted here:

<http://seizingourdestiny.com/seizing-our-destiny-seeks-first-executive-director/>